

Appendix A

CHARTER SCHOOL FACILITIES PROGRAM (CSFP)

APPLICATION

(Form CSFA 03-01)

(Revised 2/03)

Application for (check one)Preliminary ApportionmentFinal Apportionment

<u>Legal Name of Applicant</u>		
<u>Address</u>		
<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Phone</u>	<u>Fax</u>	<u>Email</u>
<u>Contact Person/Title</u>		<u>Phone</u>

<u>Date of Charter Award</u>	<u>Date of Charter Expiration</u>
<u>Entity Awarding Charter</u>	

<u>Type of and Amount of Funding Requested</u>
<u>Grant \$</u> <u>Loan for Local Match \$</u>
<u>Purpose of Funding Requested</u>
<u>Requested Loan Term</u>
<u>Date Funding Proceeds Would be Needed</u>

<u>Address of Facility:</u>

<u>Organizational References</u>		
<u>Name</u>	<u>Organization</u>	<u>Phone</u>
<u>1.</u>		

<u>2.</u>		
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<u>Credit History</u>			
<u>Name of Creditor</u>	<u>Amt Outstanding</u>	<u>Purpose</u>	<u>Status</u>
<u>1.</u>			
<u>2.</u>			

Project located within chartering authority's boundaries Yes No

Please attach *all* of the following items:

(NOTE: If this is an application for final apportionment, updates of the following items should be submitted as required by Title 4, Cal. Code Regs., section 10157.)

(a) Organizational Information

- (1) History of the charter school and founding group (include brochures, newsletters etc). Please include the following:
 - (A) Date the charter school commenced instructional operations;
 - (B) Description of charter school curriculum, including specific focus/theme;
 - (C) Discussion of competition and charter school's competitive advantage(s);
 - (D) Description of relationships with chartering authority and major funding sources (government and private);
 - (E) Copy of Articles of Incorporation and Corporate Bylaws (or documentation of charter school's current legal status in the event the charter school is not incorporated); and
 - (F) Copy of charter agreement/contract.
- (2) Copy of all written reports to and from the chartering authority, including annual report and evidence that the chartering authority is engaged in due diligence in its monitoring of the charter school's student and organizational performance data and evidence of the chartering authority's oversight and approval of the charter's schools instruction and curriculum;
- (3) The charter school's most recent business plan and/or strategic plan. If possible, such plans should encompass the next three academic years. For expansions, staffing plans must also be submitted. If this is an application for final apportionment, updated business and strategic plans for the next three academic years must be submitted;
- (4) The operational agreement or memorandum of understanding between the charter school and the chartering authority;
- (5) Historical, current, and projected enrollment for the next three years, and the charter school's waiting list, if available;

- (6) Targeted student population and student retention percentage for all years of operation of the charter school;
- (7) Student performance data for the past three academic years;
- (8) List of the charter school's Board of Directors including their occupations, cities of residence, and terms of office; and
- (9) Resumes of key staff members (e.g., Chief Executive Officer, President, Operations Manager, Chief Financial Officer, Principal, etc.) of the charter school.
- (b) Financial information.
 - (1) The charter school's organizational budgets for the current and next fiscal years;
 - (2) The charter school's projected income statement, balance sheet and cash flow for the next three years, including written assumptions;
 - (3) The charter school's audited financial statements, including notes for the last three fiscal years. If the charter school is in its third year of operation, only two fiscal years of audited financial statements are necessary;
 - (4) The charter school's anticipated financial contribution to the project, including any lump sum payment to be made to meet its local match requirements by or on behalf of the charter school; and
 - (5) The charter school's most current available monthly financial statement (unaudited), including year-to-date financial statement, with a comparison to budget.
- (c) All Material Contracts
 - (1) List and copy of all material contracts, including but not limited to, management, support services, transportation contracts, and any such anticipated contracts involving the use of space or equipment to be financed with Program funds.
 - (2) A description of services provided by the vendor to the charter school; and
 - (3) For those charter schools contracting with educational management organizations, the following information must also be provided:
 - (A) Brief history of the vendor, including most recent annual report;
 - (B) Description of who is served by the vendor, including mission and targeted geographical area;
 - (C) Organizational budget of the vendor for the current and next fiscal years;
 - (D) Financial audits of the vendor for the last three fiscal years;
 - (E) Resumes for key staff of the vendor;
 - (F) List of Board of Directors of the vendor, including their occupations and cities of residence; and
 - (G) Contact information for the vendor.

<u>Is affiliate or EMO a 501(c) 3 organization?</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Is affiliate or EMO willing to be co-borrower?</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Is affiliate or EMO willing to guarantee the loan?</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

LEGAL STATUS QUESTIONNAIRE

For purposes of the following questions, the term “applicant” shall include the applicant and the project sponsor, the parent of the applicant and the project sponsor, and any subsidiary of the applicant or project sponsor if the subsidiary is involved in (for example, as a guarantor) or will be benefited by the application or the project. In addition to each of these entities themselves, the term “applicant” shall also include the direct and indirect holders of more than ten percent (10%) of the ownership interests in the entity, as well as the officers, directors, principals and senior executives of the entity if the entity is a corporation, the general and limited partners of the entity if the entity is a partnership, and the members or managers of the entity if the entity is a limited liability company.

Civil Matters

1. Has the applicant filed a bankruptcy or receivership case or had a bankruptcy or receivership action commenced against it, defaulted on a loan, or been foreclosed against in the **past ten years**? If so, please explain.
2. Is the applicant **currently** a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the applicant’s business, or (b) the project that is the subject of the application? If so, please explain.
3. Have there been any administrative or civil settlements, decisions, or judgments against the applicant within the **past ten years** that materially and adversely affected (a) the financial condition of the applicant’s business, or (b) the project that is the subject of the application? If so, please explain and state the amount.
4. Is the applicant **currently** subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency?
5. In the **past ten years**, has the applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state or federal licensing or accreditation agency, a local, state or federal taxing authority, or a local, state or federal regulatory or enforcement agency that resulted in a settlement, decision, or judgment? If yes to either question numbers 4 or 5, please explain.

Criminal Matters

6. Is the applicant **currently** a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind,

involving, or that could result in, **felony charges** against the applicant? If so, please explain.

7. Is the applicant **currently** a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, **misdemeanor charges** against the applicant for matters **relating to the conduct of the applicant's business**? If so, please explain.
8. Is the applicant **currently** a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the applicant for any **financial or fraud related crime**? If so, please explain.
9. Is the applicant **currently** a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination or investigation, of any kind, that could **materially affect the financial condition of the applicant's business**?
10. Within the **past ten years**, has the applicant been convicted of any **felony**? If so, please explain.
11. Within the **past ten years**, has the applicant been convicted of any **misdemeanor related to the conduct of the applicant's business**? If so, please explain.
12. Within the **past ten years**, has the applicant been convicted of any **misdemeanor for any financial or fraud related crime**? If so, please explain.